



Arnold A. Schwarzenegger– Governor
Dale E. Bonner, Secretary, Business, Transportation & Housing Agency
Jeff Davi, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE
Equal Opportunity Employer
Job Opportunity

Office Assistant (G)
Oakland – Limited Term, Full-time

The Department of Real Estate has an opening for an Office Assistant (G) in the Oakland Enforcement Section. The position is located at 1515 Clay Street, Suite 702, Oakland, CA 94612.

Duties of the position include:

- Greet visitors in person or over the phone and provide information on exams, original licenses, renewals, and complaints.
- Accept on provide applications and forms.
- Using EIS system provide license information to lending institutions, Board of Realtors, licensees and general public and refer the same to other government and private institutions and agencies.
- Assist with proctoring of the real estate sales, broker, professional responsibility and specials exams.
- Prepare folders for investigations.
- Key form letters on the computer for mailing, set up investigative cases, type envelopes and labels and prepare miscellaneous folders upon request.
- Receive, pickup, sort and distribute incoming mail, faxes, files or written correspondences to appropriate people.
- Stuff envelopes with requested forms, prepare other office mail, affix postage, prepare certified mail and return receipts.
- Collect checks, cash receipts, book sheets, applications, misc correspondences and prepare accounting envelope to be sent to Fiscal.

Desirable qualifications:

- Ability to follow oral and written instructions and communicate effectively.
- Integrity, initiative, dependability, good judgment and ability to work cooperatively with others.
- Ability to answer, screen and transfer incoming phone calls.
- Excellent attendance and interpersonal skills.
- Patience and tact in dealing with the public, staff members and others.
- Ability to function independently or as part of a team.

Salary Range: \$2074 - \$2770

Who may apply:

Current State employees at the Office Assistant (G) level, those individuals transferable to the class, and candidates who have current list eligibility. **Priority consideration will be given to SROA/Surplus employees. Please indicate SROA or Surplus status on your application. Please indicate RPA #09-079 on your application to be considered for this position.**

Submit Applications to:

Department of Real Estate - Human Resources
P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0802

For information on the position contact:

Ed Haberer, MDC III
Enforcement Section
(510) 622-2512

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

Final Filing Date: February 8, 2010

Note: DRE requires that new employees be fingerprinted.

Applications may be obtained from the State Personnel Board website at <http://www.spb.ca.gov>
Applications, whether filed in person or by mail, must be received in the Personnel Office no later than 5:00 p.m. on the above final file date.

Applicants will be screened using Required/Desirable Qualifications and those most qualified will be contacted for an interview.